NIH 📖 Library

Instructional Services
Presents
Tips on using OVID (Web, Windows)

OVID Web Gateway

Searching

1. Using a Web browser such as Netscape or Internet Explorer, type in this address:
   http://nih-library-databases.nih.gov/
2. *OVID is accessible to NIH computers only. You must use a Parachute account from CIT (Call 594-3278 or visit http://parachute.nih.gov/) to search OVID from home.*
3. When prompted, type "oviduser" in the ID field and "nih" in the password field. Click "Login."
4. Choose the database you wish to search from the screen that appears.
5. You will be taken to the Main Search Page. The name of the database and the years it covers appears at the top of the page. The default search is a subject search.

6. To search for a word or phrase, type it in the box under "Enter Keyword or phrase:" and then click on the "Perform Search" button or press <Enter>.
7. You can search by Author or Journal Title by clicking on the appropriate icon at the top of the screen. You will then be asked to type in the name or title that you want to find. Then click "Perform Search." You will be taken to an alphabetic list of available terms. Select the term that matches your desired term.

8. Searches can be limited by such criteria as year, language, or publication type. Each database has different limits. Please click on the "Limit" icon at the top of the Main Search Page, or you may choose one of the common limits listed under the search box by clicking the box beside the term <u>before</u> running your search.

Viewing Results

1. Click on Display to view the results of the search.

#	Search History	Results	Display
1	ginkgo biloba extract/ or ginkgo.tw.	242	Display

2. From the "Titles Display" screen, choose either the "Abstract" or "Complete Reference" option. *NOTE*: The "Complete Reference" option is NOT the full-text of the article; it only contains more information about the citation.

Printing or Saving Results

1. Select specific items by clicking on the empty box to the left of a citation.
2. Scroll to the bottom of the page until you reach the "Citation Manager."
3. Choose "Display" under "Action" to print the citations using your browser's print function.
4. Choose the "Reprint/Medlars" under "Citation Format" to save or email (under "Actions") the citations for use with reference management software.

OVID Windows Interface

Downloading the Windows Interface
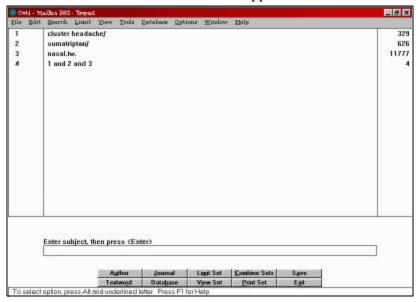
1. Go to http://nihlibrary.nih.gov/Secure/software/

Software for Accessing Library Resources - *NIH Staff Only*

- **Ovid Windows Interface**
  - o Ovid Windows Interface You must have Winsock installed in order to use this software.
  - o Readme 1st! to find out how to download and install the software.

- **Helper Applications** (Adobe Acrobat, Ghostview, MetaView, and PKUnzip)

2. Be sure to print the Readme 1st! directions because they have important information about ports and addresses.
3. Follow the Readme 1st! directions.
4. The installation process creates a separate folder for OVID. You can drag or copy the OVID icon to any other folder on your desktop.
5. The Windows Interface takes up approximately 6MB.
6. The OVID download page is accessible to NIH computers only. You must use a Parachute account from CIT to download the software from home.

Using the Interface

1. When prompted, type "oviduser" in the ID field and "nih" in the password field. Click "OK."

2. Choose a database from the screen that appears. You will be taken to the Main Search Screen.

3. To search for a word or phrase, type it in the box under "Enter subject," and then press <Enter>.
4. You will be taken through steps of choosing your subject, choosing to make it the focus of the article and choosing subheadings. Follow the screen prompts to take these actions.
5. You can search by Author, Journal Title, or Textword by clicking on the appropriate button at the bottom of the screen. The Author or Journal Title buttons take you to an alphabetic list of terms. Select the term that matches your desired term.
6. Searches can be limited by such criteria as year, language, or publication type. Each database has different limits. Please click on the "Limit" button at the bottom of the Main Search Screen, or choose the "Limit" pulldown menu from the top of the screen.

Viewing Results

1. Double click on the desired set, or
2. Highlight the desired set and click on the "View Set" button from the bottom of the screen.
3. This takes you to the Document Display screen.
4. You may choose to view short records ("Titles" button) or the full citation including abstracts ("Documents").

Printing or Saving Results

1. Use the space bar to select items for printing or saving in "Documents" view, click with the mouse to highlight in "Titles" view.
2. Click on the Close button.
3. On the Main Search Screen, you will see an item, "From # keep #-#." Highlight this item.

PRINTING
a) Click on "Print Set."
b) A window will appear with a button labeled "Options." Use this button to change margins, fonts, and fields to be printed.
c) Click on OK.

SAVING

a) Click on Save.
b) Choose Save Documents.
c) Give the file a name.
d) Choose from floppy drive, hard drive, or email.
e) To save the citations in a format for use with a reference management program, choose "Options," then "Output Format," "Modify," and finally, "Reprint."

DATABASES Available

The basics of searching are the same for each database; however, each database has special features. Knowing these features helps improve your retrieval. These special features are the same across all interfaces.

Biological Abstracts® (1991 – present)
This database does not provide any mapping to subjects. Any terms you type in will be searched in the title, abstract, or keyword list.

Biological Abstracts/RRM® (January 1999 – present)
This database does not provide any mapping to subjects. Any terms you type in will be searched in the title, abstract, or keyword list.

PsycINFO® (1984 – present)
Type in a search term. OVID will map the word to any existing words in the PsycINFO® thesaurus. Example: depression maps to a list of 10 possible terms, including major depression or manic depression.

MEDLINE (1993 – present)
Type in a search term. OVID will map the word to any existing words in the Medical Subject Headings (MeSH). Example: depression maps to a list of 10 possible terms, including major depression or manic depression.